This Program of Study Template can serve as a guide, along with other career planning materials, as you continue your career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner’s educational and career goals. **Ask your high school counselor to help you fill in the required courses you need to graduate.**

### Grade 9

<table>
<thead>
<tr>
<th>Grade</th>
<th>English</th>
<th>Math</th>
<th>Science</th>
<th>Social Studies</th>
<th>Other Required Courses, Recommended Electives</th>
<th>Career &amp; Technical Courses and/or Degree Major Courses</th>
<th>SAMPLE Occupations Relating to this Pathway</th>
</tr>
</thead>
</table>
| 9     | Comm Arts I | High School Math | High School Science Course | High School S.S. Course | Personal Finance Computer Science Career & Family Leadership, Family Living & Relationships | Check with your high school counselor for course offerings. | Administrator  
Assessment Specialist  
Career Tech Administrator  
Child Care Worker  
Clinical Psychologist  
Coach  
College/University Faculty  
Counselor  
Curriculum Developer  
Elementary Teacher  
High School Teacher  
Middle School Teacher  
Principal  
Speech-Language Pathologist  
Cosmetologist  
Personal Trainers  
Small Business Owners  
Customer Service Representatives  
Credit Counselors |

### Grade 10

<table>
<thead>
<tr>
<th>Grade</th>
<th>English</th>
<th>Math</th>
<th>Science</th>
<th>Social Studies</th>
<th>Other Required Courses, Recommended Electives</th>
<th>Career &amp; Technical Courses and/or Degree Major Courses</th>
<th>SAMPLE Occupations Relating to this Pathway</th>
</tr>
</thead>
</table>
| 10    | Comm Arts II | High School Math | High School Science Course | High School S.S. Course | Personal Finance Computer Science Child Development, Career & Family Leadership, Family Living & Relationships | Check with your high school counselor for course offerings. | Administrator  
Assessment Specialist  
Career Tech Administrator  
Child Care Worker  
Clinical Psychologist  
Coach  
College/University Faculty  
Counselor  
Curriculum Developer  
Elementary Teacher  
High School Teacher  
Middle School Teacher  
Principal  
Speech-Language Pathologist  
Cosmetologist  
Personal Trainers  
Small Business Owners  
Customer Service Representatives  
Credit Counselors |

### Grade 11

<table>
<thead>
<tr>
<th>Grade</th>
<th>English</th>
<th>Math</th>
<th>Science</th>
<th>Social Studies</th>
<th>Other Required Courses, Recommended Electives</th>
<th>Career &amp; Technical Courses and/or Degree Major Courses</th>
<th>SAMPLE Occupations Relating to this Pathway</th>
</tr>
</thead>
</table>
| 11    | Comm Arts III  
Comm Arts elective  
*English Comp I  
*Public Speaking  
*College Algebra  
*Trig.  
*Oceanography or Astronomy | Pre-College Algebra or high school math course  
*MFH General Biology  
*Oceanography or Astronomy | High School Science Course  
*MFH Intro, To Chemistry  
*Oceanography or Astronomy | High School S.S. Course – history and government  
*Am. College History I & II  
*Political Systems | See your high school counselor for course offerings.  
*Personal Finance  
*Computer Science  
*College Human Growth & Development  
*College Child Development  
*College Human Diversity (Available for Dual Enrollment) | A+ Tutoring Program can be added to school schedule for students that meet the program requirements. This offers the opportunity/experience mentoring/tutoring other students during Jr. & Sr. year  
ED Dual Enrollment Options:  
*Foundations of Math – Elementary Ed  
*Earth Science or Intro to Chem – Elementary Ed  
*Music Appreciation or Art History I, II or III  
*Children’s Lit – Elementary Ed  
*Young Adult Lit – Secondary Ed  
*Field Exp.  
*Tech for Teachers  
*Educational Psych  
*Portfolio Assessment | Administrator  
Assessment Specialist  
Career Tech Administrator  
Child Care Worker  
Clinical Psychologist  
Coach  
College/University Faculty  
Counselor  
Curriculum Developer  
Elementary Teacher  
High School Teacher  
Middle School Teacher  
Principal  
Speech-Language Pathologist  
Cosmetologist  
Personal Trainers  
Small Business Owners  
Customer Service Representatives  
Credit Counselors |

### Grade 12

<table>
<thead>
<tr>
<th>Grade</th>
<th>English</th>
<th>Math</th>
<th>Science</th>
<th>Social Studies</th>
<th>Other Required Courses, Recommended Electives</th>
<th>Career &amp; Technical Courses and/or Degree Major Courses</th>
<th>SAMPLE Occupations Relating to this Pathway</th>
</tr>
</thead>
</table>
| 12    | Senior Comm Arts &  
Comm Arts elective  
*English Comp II  
*Intro to Literature | Pre-College Algebra or high school math course  
*MFH Intro, To Chemistry  
*Oceanography or Astronomy | High School Science Course  
*MFH Intro, To Chemistry  
*Oceanography or Astronomy | High School S.S. Course – history & government  
*College S.S. Electives | See your high school counselor for course offerings.  
*Personal Finance  
*Computer Science  
*College Human Growth & Development  
*College Child Development  
*College Human Diversity (Available for Dual Enrollment) | A+ Tutoring Program can be added to school schedule for students that meet the program requirements. This offers the opportunity/experience mentoring/tutoring other students during Jr. & Sr. year  
ED Dual Enrollment Options:  
*Foundations of Math – Elem  
*Earth Science or Intro to Chem – Elem  
*Music Appreciation or Art History  
*Children’s Lit – Elementary  
*Young Adult Lit – Secondary  
*Field Exp., Tech for Teachers, Educational Psych, Portfolio Assess. | Administrator  
Assessment Specialist  
Career Tech Administrator  
Child Care Worker  
Clinical Psychologist  
Coach  
College/University Faculty  
Counselor  
Curriculum Developer  
Elementary Teacher  
High School Teacher  
Middle School Teacher  
Principal  
Speech-Language Pathologist  
Cosmetologist  
Personal Trainers  
Small Business Owners  
Customer Service Representatives  
Credit Counselors |
Dual Credit College courses can often be substituted for high school credit. Check with your Counselor.
*Dual Enrollment Courses can be taken on a MAC campus or online.

**Assessments/Certifications:** College Placement Assessments, Compass, ACT, SAT  
**Clubs/Extracurricular Activities:** Ask your Counselor what is available at your school.  
**CTSO(s):** □ HOSA □ FBLA □ Skills USA  
**Work-Based Learning:** □ After School Employment □ Internship/Mentorship □ Job Shadowing □ Service Learning □ Supervised Business Experience

<table>
<thead>
<tr>
<th>Sample Career Specialties/Occupations</th>
<th>Professional Support Services</th>
<th>Teaching/Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary and Secondary Supervisors, Principals, Administrators</td>
<td>Psychologists- Clinical, Developmental, Social Work</td>
<td>Preschool, Kindergarten Teachers, Aides</td>
</tr>
<tr>
<td>Supervisors and Instructional Coordinators</td>
<td>Social Workers</td>
<td>Elementary Teachers, Aides</td>
</tr>
<tr>
<td>Education Researchers, Test Measurement Specialists/Assessment Specialists</td>
<td>Parent Educators</td>
<td>Secondary/CTE Teachers, Aides</td>
</tr>
<tr>
<td>College Presidents, Deans, Department Chairs, Program Coordinators</td>
<td>Counselors</td>
<td>Special Education Teachers, Aides</td>
</tr>
<tr>
<td>Post-Secondary Administrators</td>
<td>Program Advisors</td>
<td>College/University Lecturers, Professors</td>
</tr>
<tr>
<td>Curriculum Developers</td>
<td>Financial Aid Advisors</td>
<td>Human Resource Trainers</td>
</tr>
<tr>
<td>Instructional Media Designers</td>
<td>Career Counselors/Advisors</td>
<td>Physical Trainers</td>
</tr>
<tr>
<td>Education and Training Technician</td>
<td>Career and Employment Placement Counselors</td>
<td>Professional Coaches</td>
</tr>
<tr>
<td>Labor Relations Managers/Specialists</td>
<td>Speech-Language Pathologists and Audiologists</td>
<td>Preschool &amp; Child Care Program Directors</td>
</tr>
<tr>
<td>CTSO(s): □ HOSA □ FBLA □ Skills USA</td>
<td>Instructional Resources Coordinator</td>
<td>Child Care Assistants/Workers</td>
</tr>
<tr>
<td>Work-Based Learning: □ After School Employment □ Internship/Mentorship □ Job Shadowing □ Service Learning □ Supervised Business Experience</td>
<td>Technology Support Administrator</td>
<td>Child Life Specialist</td>
</tr>
<tr>
<td></td>
<td>Database Administrators/AV Specialists</td>
<td>Nanny</td>
</tr>
<tr>
<td></td>
<td>Distance Education Coordinator</td>
<td>Early Childhood Teachers and Assistants</td>
</tr>
<tr>
<td></td>
<td>Human Resources Manager</td>
<td>Instructional Systems Specialist</td>
</tr>
<tr>
<td></td>
<td>Organization Development Specialist</td>
<td>Corporate Trainers and Educators</td>
</tr>
<tr>
<td></td>
<td>Training Manager/Coordinator</td>
<td>Adult Literacy Teachers</td>
</tr>
<tr>
<td></td>
<td>Instructional Coordinators</td>
<td>Librarians/Assistants/Technicians</td>
</tr>
<tr>
<td></td>
<td>Museum Coordinators/Technicians</td>
<td>Instructional Coordinators</td>
</tr>
<tr>
<td></td>
<td>Media Coordinators/Specialists</td>
<td>Museum Coordinators/Technicians</td>
</tr>
<tr>
<td></td>
<td>Instructional Media Designer</td>
<td>Media Coordinators/Specialists</td>
</tr>
</tbody>
</table>

**Cluster Knowledge and Skills**
- Academic Foundations
- Communications
- Problem Solving and Critical Thinking
- Information Technology Applications
- Systems
- Safety, Health and Environmental
- Leadership and Teamwork
- Ethics and Legal Responsibilities
- Employability and Career Development
- Technical Skills

Business Management and Administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.